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Intelligence Officer, GS-14

Incumbent:

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Chief, Review and Publications Branch
Reports Division (D/R), O/RR

As Chief, Review and Publications Branch, D/R, under the general direction of the Chief, D/R, assumes full responsibility for the review and publication of all categories of O/RR intelligence reports (except NIS), as follows:

1. Intelligence Report (CIA/RR)
2. Intelligence Memorandum (CIA/RR IM-)
3. Map Study (CIA/RR M-)
4. Map Research Bulletin (CIA/RR MR-)
5. Internal Project (CIA/RR IP-)
6. Miscellaneous Project (CIA/RR MP-)
7. Provisional Report (CIA/RR PR-)

In addition, reviews such other papers and reports as the AD/RR may direct. Contributes directly to the over-all intelligence effort of the IAC agencies by increasing the value and usefulness of O/RR reports, particularly with reference to the economic and geographic analysis produced by O/RR, including contributions to O/NE estimates.

Assists the Chief, D/R, in formulating policy and procedures and in carrying out the objectives of D/R. In dealing with other components of O/RR and of CIA, acts on reporting problems with the full authority of the Chief, D/R.

In the absence of the Chief, D/R, acts for him and supervises all personnel in D/R, including the activities of the Project Initiation and Control Branch and the External Research Branch. Attends CIA briefings and O/RR and other meetings.

Maintains close coordination with the Chief, Project Initiation and Control Branch, D/R, in controlling the progress of reports from the time of their initiation and reception in the Review and Publications Branch

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through final review, publication, and dissemination. Decides whether the report be accepted for review as submitted, be returned to the producing Division with suggestions for revision or rewriting, or be revised or rewritten within the Review and Publications Branch itself.

Is responsible for insuring that an accepted report is properly edited for organization, scope, pertinence, logic in presentation, accuracy, completeness in coverage, clarity, coherence, and intelligibility. Consults with the producing Division to reach a mutual agreement as to the analysis, major alterations, and substantive changes before the report is returned to that Division for final checking and concurrence. Insures that the final draft is cleared with other cognizant O/RR components and that it is not inconsistent with other reports or with the policy of O/RR.

Is responsible for prescribing the form and style, mechanical and otherwise, of O/RR reports and for seeing that graphics, including charts, diagrams, and statistical tables, are appropriately and accurately presented. Develops and recommends improvements in standards of writing to raise the general level of O/RR reports in consonance with changing conditions and requirements. Determines principles of usage (especially with respect to mechanics, technical terms, and other specialized requirements of economic and geographic intelligence) to insure uniformity and consistency of presentation. Charged with directing the preparation of and maintaining a style manual for O/RR reports.

Supervises the work of the Reports Review Officers and two Editorial Assistants but delegates authority to the Reports Review Officers for editorial procedures and details. Guides and trains the editorial staff in editorial principles, standards, methods, techniques, and policy to insure uniformity and continuity of production. Evaluates the incoming reports and assigns the work among the staff. Advises them during the progress of their work and

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SECRET

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makes suggestions in order that the final draft may represent, within the given deadline, a careful and judicious revision and reflect the views of O/RR.

Makes decisions and acts on his own initiative without specific instructions. In coordinating the work of the editorial staff with the producing Division, makes extensive use of his creative faculties and exercises originality and mature and sound judgment. Confers with those responsible in the producing Divisions, including the Division Chiefs, and assists them on a wide variety of problems connected with the preparation and flow of reports that require an unbiased and objective attitude, careful explanation, tact, persuasion, decisiveness, and an over-all familiarity with O/RR procedures and policy. To coordinate the work of final review and publication, also confers with the office of AD/RR, other components of O/RR, and the CIA Library.

Maintains liaison with the Geographic Division to see that maps and graphics (charts, diagrams, etc.) are prepared as necessary for reports and to coordinate their inclusion. Maintains also liaison with the Reproduction Branch, Services Division, on the proper layout and format of publications. Is responsible, in particular, for insuring that the final proof of all O/RR printed material and all O/RR material retyped for reproduction in the Reproduction Branch is checked for accuracy.

Requires extensive experience in editorial procedures, in methods of research, and in the intelligence process, as well as a mastery of English and rhetoric and a knowledge of foreign languages. Requires also a background of economics, history, and international affairs on which to base a proper intelligence perspective. Must keep well-informed on current events and current trends with reference to economic matters as they affect national security.

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